



## CDA Web Access Request Form

This form will be used to create a Web-based account with the National Customer Support Center (NCSC) which will be utilized to send/receive (*upload/download*) files for the business affiliation indicated below to/from the Rapid Information Bulletin Board System (RIBBS). Please complete this form and all accompanying documentation and return via United States Postal Service® mail to the address at the bottom of this form. Your email address will be used to notify you of approved access.

Select a business affiliation (*Complete a separate form for each business affiliation request*):

- ☐ Electronic Address Sequence Service (EAS)  
☐ CDS Qualification

☐ eCDS

### A. Customer Information

1. Name	2. Last 4 digits of Social Security Number
3. Job Title	4. Telephone Number ( <i>include area code</i> )
5. Company Name	6. Email Address
7. Business Address	8. Corporate HQ Location ( <i>if different from your Business Address</i> )  CDA DEPT NATIONAL CUSTOMER SUPPORT CENTER UNITED STATES POSTAL SERVICE 6060 PRIMACY PKWY STE 201 MEMPHIS, TN 38188-0001

### B. Customer Computer Access Authorization

#### Privacy Act Statement

The collection of this information is authorized by 39 U.S.C. 401 and Public Law 100-235, Computer Security Act of 1987. This information will be used to assign computer access to data and/or files on computer systems to authorized persons through the use of computer security access control products. As a routine use, this information may be disclosed to a congressional office at your request; to OMB for review of private relief legislation; to a labor organization as required by the NLRA; where pertinent, in a legal proceeding to which the USPS is a party; to an appropriate law enforcement agency for investigative or prosecutorial purposes; to a government agency where relevant to a hiring, contracting or licensing decision by the requesting agency; to a government agency in order to elicit information relevant to a hiring, contracting, or licensing decision by the USPS; to an expert or consultant under contract with the USPS to fulfill an agency function; to the Federal Records Center for storage; to the Equal Employment Opportunity Commission for investigating a formal EEO complaint filed against the USPS under 29 CFR 1613; and to the Merit Systems Protection Board of Offices of Special Counsel for proceedings involving possible prohibited personnel practices. Completion of this form is voluntary; however, if this information is not provided, you may not be granted computer access.

#### User Responsibility Agreement Statement

I am responsible for Logon/Logoff, all actions pertaining to the use of my assigned logon ID, and will not provide my logon ID to another person. I agree that access to computer data or files not authorized to me is prohibited. I understand my logon ID may be suspended indefinitely if I violate security procedures or fail to provide update information for the information listed above whenever I change job positions. I agree that misuse of a USPS computer system may result in disciplinary action and/or criminal prosecution. I understand that any detected misuse of a computer system will be reported to the Inspection Service.

Requester's Signature	Date
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#### Manager Responsibility Agreement Statement

I agree that this logon ID will be used for authorized USPS work within the scope of my organization. I also agree that upon termination or transfer of the user, I will advise the Computer Systems Security Officer in writing as to the disposition of the computer files and/or data and logon ID. I will periodically review the use of the assigned logon ID and computer files and/or data.

a. Name	b. Last 4 digits of SSN	c. Date
d. Signature	e. Telephone Number ( <i>include area code</i> )	

If you have any questions regarding this Web access request form, please contact the CDA Department at 800-331-5746 or via e-mail at [encsc@usps.gov](mailto:encsc@usps.gov); otherwise, forward by mail or fax this completed form with accompanying documentation to:

CUSTOMER DATA ANALYSIS DEPARTMENT  
NATIONAL CUSTOMER SUPPORT CENTER  
UNITED STATES POSTAL SERVICE  
6060 PRIMACY PKWY STE 201  
MEMPHIS TN 38188-0001  
FAX: 901-821-6252

#### NCSC Use Only

NCSC Business Affiliation	
ID Assigned	
Date Customer Was Emailed	Initials
Comments	